

# The Sleigh Bell Foundation



**Committee Meeting- August 2nd 7pm**

**Location:** Skype Call

**Chair:** James Nicholson

**Minutes:** Joy Nicholson / Britt Turnbull

**Present:** James, Joy, Britt, Lara

## Agenda Items:

No.	Item	Contact / Notes
0.1	<p>Call to actions</p> <ul style="list-style-type: none"> <li>- How did everyone go since the last meeting with the actions they were going to complete.</li> </ul>	<p><b>ALL</b></p> <p>James sent in DGR application</p> <p>Liana hopefully to join as treasurer (pending)</p> <p>CTA - Joy to speak to caterer this weekend</p> <p>CTA james still needs to confirm marquee hire</p>
1	<ul style="list-style-type: none"> <li>- Update on administration</li> <li>- Sunshine Coast Grant Application</li> <li>- DGR status</li> <li>- Currently submitting the 2017 Annual Information Statement with the ACNC</li> </ul>	<p><b>James</b></p> <p>Waiting on DGR status and will inform committee when completed</p> <p>Also the annual information statement is currently being completed on the ACNC portal</p>
2	<p>Vote</p> <ul style="list-style-type: none"> <li>- For the admission of Britt and Liana to the committee</li> <li>- Vote for Liana to position of treasurer (Lara to step down to position of committee member)</li> </ul>	<p><b>Committee (Joy, Lara, Marc, Ryan and James)</b></p> <p>Liana not present will add to next meeting</p> <p>Britt voted onto committee - votes cast for -3; against - 0 - (not present- 2) elected by majority vote</p>
3	<ul style="list-style-type: none"> <li>- Admin</li> <li>- Google Drive Folder</li> <li>- <a href="https://drive.google.com/open?id=0B7CQ86voMeOTTVVYNkhBMnV2Y2M">https://drive.google.com/open?id=0B7CQ86voMeOTTVVYNkhBMnV2Y2M</a></li> <li>- Passwords and website access etc - does all the committee want this info available, best way to do this?</li> <li>- Need to open a Sleigh Bell bank account ASAP - Liana?</li> </ul>	<p><b>All</b></p> <p>voted to not make passwords available just yet - any access issues please contact james</p> <p>CTA - As Liana is away - james to get a new bank account for TSBF</p> <p>CTA - James to look into financial report</p>

	<ul style="list-style-type: none"> <li>- Need to create a 2016/17 financial report - how do we do this ? James can complete but need template etc.</li> </ul>	
4	<ul style="list-style-type: none"> <li>- Xmas event 2017</li> <li>- Budget</li> <li>- Numbers</li> <li>- Begin planning basics</li> </ul>	<p><b>All</b></p> <p>11 - 3.30</p> <p>CTA - James to create a budget and email around for thoughts</p> <p>numbers -70</p> <p>no invites - put info on website and invites from zazzle etc -</p> <p>CTA - britt to do invite design</p> <p>Gift packs- yes - need budget - joy suggests kites - keep to show bag style</p> <p>CTA - bouncy castle - james to find quotes and prices</p> <p>CTA - Britt to look at the cost of a petting zoo</p> <p>CTA - james to look for carol singers again this year</p> <p>CTA - james to contact mens shed to make up a wooden sleigh or throne for santa</p> <p>CTA - ALL - we need a santa - everyone please look for suitable candidates</p> <p>football and cricket for older kids</p> <p>garden games - everyone to consider options</p> <p>golf buggy rides</p> <p>simple crafts - drawing and sticking etc - make you own xmas decs</p> <p>great big lolly buffet - greatest ever!!</p> <p>can we rent raindeer?</p> <p>where can we get a massive xmas tree from? - ask mens shed to make one?</p>

5	Fundraising <ul style="list-style-type: none"> <li>- Funding for this years event</li> <li>- Fundraising ideas - implement some ideas</li> </ul>	<b>All</b>  CTA - Lara looking at funding from Hutchies and report back  CTA - James to complete budget in order to have the 2017 fundraising target
6	A.O.B <ul style="list-style-type: none"> <li>- James: can we write a role description for the different roles within the committee to pass onto the next person should someone leave - <b>didn't complete this yet - will complete before next meeting</b></li> <li>- A.O.B</li> </ul>	<b>Open</b>  <b>No A.O.B</b>
7	Next meeting schedule <ul style="list-style-type: none"> <li>- Date</li> <li>- Location</li> </ul>	

Please see below the Call to Actions (CTA) and Questions (Q.) -

### **Joy**

CTA - Joy to speak to caterer this weekend

### **Britt**

CTA - britt to do invite design

CTA - Britt to look at the cost of a petting zoo

### **James**

CTA - James to create a budget and email around for thoughts

CTA - bouncy castle - james to find quotes and prices

CTA - james to look for carol singers again this year

CTA - james to contact mens shed to make up a wooden sleigh or throne for santa

CTA james still needs to confirm marquee hire

CTA - James: can we write a role description for the different roles within the committee to pass onto the next person should someone leave

CTA - James to complete budget in order to have the 2017 fundraising target

CTA - As Liana is away - james to get a new bank account for TSBF

CTA - James to look into financial report

### **Liana**

CTA - help with budget, financial report for 2016 / 2017 and opening a bank account

### **Lara**

CTA - Lara looking at funding from Hutchies and report back

CTA - ALL - we need a santa - everyone please look for suitable candidates

Q. - ALL - where can we get a massive xmas tree from? - ask mens shed to make one?